



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062424R00002

ISSUANCE DATE: October 26, 2023

CLOSING DATE/TIME: November 25, 2023/23:00 GMT

SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC) as Coastal States Stability Mechanism (CSSM) Deputy Program Representative, Togo

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of any offer.

All offers must be submitted to the Point of Contact via email: accrapsc@usaid.gov

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to accrapsc@usaid.gov

Sincerely,

**Donald
Brady** Digitally signed
by Donald Brady
Date: 2023.10.25
15:43:31 Z

Donald Brady
Contracting Officer
Regional Executive Office
USAID/West Africa

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72062424R00002**
2. ISSUANCE DATE: **October 26, 2023**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **November 25, 2023 23:00GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **Coastal States Stability Mechanism (CSSM) Deputy Program Representative, Togo.**
6. MARKET VALUE: **\$84,546- \$109,908** equivalent to **GS-13**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 12/2023 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

Base Period:	o/a 01/2024 to 01/2026
Option Period 1:	o/a 01/2026 to 01/2027
Option Period 2:	o/a 01/2027 to 01/2028
Option Period 3:	o/a 01/2028 to 01/2029

8. PLACE OF PERFORMANCE: **US Embassy, Lome, Togo** with regularly travel both within Togo and in the region.
9. ELIGIBLE OFFERORS: U.S. citizens. Citizenship, if dual, must be clearly stated.
10. SECURITY LEVEL REQUIRED: Secret

11. STATEMENT OF DUTIES

1. BACKGROUND

The USAID West Africa Regional Mission (USAID/WA) seeks an offshore U.S. Personal Services Contractor (USPSC) for the position of Coastal States Stability Mechanism (CSSM) Deputy Program Representative. The Deputy Program Representative is a member of the USAID Togo operating unit and reports to the CSSM Regional Program Representative. The incumbent will be required to travel regionally as necessary. The CSSM is a U.S.-German partnership to promote regional stability.

The USAID West Africa Regional Mission partners with regional organizations, the private sector and with local partners to achieve peace and prosperity. Our strategic vision focuses on transnational, transboundary, and multi-country issues. Our regional programs reinforce and support the United States Agency for International Development and the United States Government's bilateral investments, moving the region toward greater freedom, prosperity, health, resilience, and, ultimately, sustainability. Delivering our programmatic services at the local, national, and regional levels, USAID/West Africa engages with West Africans to leverage the benefits of collective action.

2. BASIC FUNCTIONS OF THE POSITION

The Deputy Program Representative's principal responsibility will be the co-development, and joint oversight and management of the Coastal States Stability Mechanism (CSSM). CSSM is a regional mechanism with the ability to implement activities in select countries across Coastal West Africa (CWA) and the Sahel. The incumbent will be called upon to represent CSSM's mission and programs to senior-level government officials, in-country visitors, senior officials from other international organizations, bilateral donors and local government officials. In addition, the incumbent will collaborate closely with the US Strategy to Prevent Conflict and Promote Stability (SPCPS) interagency implementation team across CWA, and actively participate in USAID/WA's Peace and Security Unit. In addition, the incumbent will collaborate closely with USAID/OTI's Senior Regional Advisor in Accra and USAID/WA's Regional Peace and Governance Office.

The CSSM is viewed as one part of the USG's SPCPS implementation in CWA and a larger combined USG-German response to an evolving situation that also includes contextual monitoring and analytical tracking; support for pilot interventions; planning and initiating longer-term programs; enhancing regional coordination processes focused on regional stability across USG and German operating units, interagency and local partners, and other donors; and training and capacity building of personnel and implementers in the region

3. MAJOR DUTIES AND RESPONSIBILITIES

- Represent CSSM interests during meetings with USAID Mission personnel, U.S. Embassy staff, host-country government officials, international organizations, indigenous

and international non-governmental organizations (NGOs), and international donors interested in CSSM activities;

- Provide guidance on the identification and development of projects that meet CSSM funding criteria, further CSSM programmatic objectives, and complement other projects and programs implemented by other U.S. government agencies and donor organizations;
- Provide support for the design and execution of programs that follow CSSM's quick impact programming model in embassies or USAID Missions. Support to embassies and USAID Missions will include attendance and/or facilitation of program management processes for follow-on programming, including rolling assessments, strategy review sessions, program performance reviews and management reviews;
- Review proposals and grant concepts and work with diverse groups, many of which have not previously had international funding;
- Collaborate with the CSSM Regional Program Representative in monitoring the performance of CSSM's implementing partners in the implementation of activities designed to achieve CSSM strategic objectives;
- Travel to monitor and assess political conditions, implementing partner operational platforms, meet with potential grantees, host-country government and other program counterparts, and develop activity ideas;
- Mentor and train other CSSM and implementing partner field staff;
- Take the lead on collecting information and drafting/editing regular reporting products, such as weekly reports, cables and digest reports;
- Assume higher representational responsibilities, potentially serving as Acting CSSM Regional Program Representative in their absence;
- Perform a wide range of administrative functions including budget preparation, financial management, records management, and travel assistance to help ensure programmatic success;
- Coordinate with the CSSM Regional Program Representative to develop an exit strategy that ensures reasonable time to transition from CSSM programs to follow-on USAID or other donor programs;
- Communicate regularly and share program information with other USAID project managers, the US Embassy, bilateral donors, UN Organizations, International Organizations, and indigenous and international NGOs to ensure visibility and synergy of USAID/CSSM activities;
- Support the Regional Program Representative to ensure the use of CSSM systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation;

- Report to the CSSM Regional Program Representative and USAID/West Africa on the status of: 1) grant development and implementation, 2) CSSM contractor performance, 3) Foreign Service National (FSN) staff support needs and morale, 4) communication and coordination issues among CSSM offices with other U.S. Government entities, 5) security concerns, 6) relations with local partners including local, state and national government representatives, and 7) other pertinent information required to achieve CSSM's program objectives;
- Manage and/or supervise the FSN staff, including program officers, administrative assistants and drivers alongside of the Regional Program Representative;
- Supervise staff as delegated by the Regional Program Representative (e.g. Program Managers, Program Assistants, Program Administrative Assistants, etc.). Provide orientation, training and mentoring for USAID staff supervised; assign work, explain how duties are to be performed to meet expectations, and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel and program and operations requests.

4. POSITION ELEMENTS

Supervisory Relationship: The USAID West Africa CSSM Deputy Program Representative will work under the leadership of the Regional Program Representative, or her/his designate, as part of both the USAID/West Africa Peace and Security Unit and USG GFA Field Working Group in Coastal West Africa. This position will be hired and managed by the USAID/West Africa Regional Mission in Accra.

The USAID West Africa CSSM Deputy Program Representative reports to the Regional Program Representative who provides on-site line management and policy direction. They are the primary point of contact and coordinator of activities related to CSSM in Togo, playing a critical role in the planning, implementing, and reporting of program performance. They will serve as Liaison to the interagency at post and ensure that the USG personnel are routinely informed about and in alignment with key CSSM developments, strategic directions, and reporting timelines. Administrative supervision by the Regional Program Representative includes approval for travel, leave, and time and attendance. These actions will be administered under the U.S. Embassy in Accra.

Supervisory Controls: The USAID/West Africa Regional Program Representative, or his/her designate will supervise this position in sensitively and collaboratively managing the complex processes associated with planning for, implementing, and monitoring the results of the CSSM.

Authority to Make Commitments: The incumbent will have no independent authority to commit funds on behalf of the U.S. Government. However, the incumbent will assist the Regional Program Representative in directing the strategic direction of the CSSM program and recommend concurrence on activities. Internally the incumbent will play a key role in shaping decisions regarding strategic planning, monitoring and evaluation,

project design and other key programming functions.

Nature, level, and purpose of contacts: The USAID CSSM Deputy Program Representative is expected to meet occasionally with high-level host government officials in the region. They are required to maintain a solid working relationship with all USG Agencies represented at posts in the region to function effectively. They are required to work closely with other USG agencies as needed, foundations, NGOs, other foreign donors, and other local and international institutions as appropriate. They will represent the CSSM program to USAID and other USG leadership in Togo and high level USG delegations and visitors.

Exercise of Judgment: The USAID CSSM Deputy Program Representative is required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines to devise innovative approaches to resolve technical, administrative, managerial, and policy problems. Excellent, balanced judgment must be exercised in setting priorities. In addition, considerable judgment is required to work effectively with host-government officials; coordinate multi-sectoral efforts in support of objectives; and collect, analyze, and report the progress of activities and recommend project actions. This requirement is critical to the success of the CSSM and the diplomatic priorities of the USG.

Supervision Exercised: The USAID CSSM Deputy Program Representative may be asked to supervise a locally employed staff.

Time Required to Perform Full Range of Duties: The incumbent is expected to perform the full range of duties within the first three (3) months.

Available Guidelines: The primary guidelines for this position are USAID's Automated Directives System (ADS), particularly ADS 201; Mission Orders; and USAID policies that relate to Agency programming and project development. Other guidelines include established USAID/WA administrative procedures and regulations and standard accounting, auditing and financial management operating procedures and systems requirements. The incumbent is also expected to understand specific policies and procedures of other USG agencies which are relevant to project activity planning and management. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect the overall CSSM program and keeping abreast of evolving development on related issues in CWA.

Extraordinary Situations or Conditions: The legal, regulatory, and policy framework for the position is broadly stated and lacks detail and specificity. As a result of the nonspecific nature of these few, available guidelines, the USAID CSSM Deputy Program Representative must exercise considerable judgment and ingenuity within their overall intent to devise and oversee the strategies, tactical approaches, and program initiatives that will strengthen the quality, availability, and sustainability of the CSSM program.

Security and Medical Clearance Requirements: The applicant selected to fill this position must be able to obtain a security clearance, which involves a comprehensive background investigation performed by a U.S. Government Agency. The applicant selected to fill the position must also receive a medical worldwide available clearance (Class 1) and will be expected to be able to pass random drug tests for illegal drug use.

Details of how to obtain such clearance will be provided after selection and acceptance of the job offer. The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either of the required clearances will make the applicant ineligible for selection. The Contracting Officer will not execute an award until all medical, security and other required clearances have been obtained.

II. REQUIRED MINIMUM QUALIFICATIONS, EVALUATION/ SELECTION FACTORS

Minimum Qualifications

The successful applicant must have the following minimum qualifications:

Education and Experience:

A Master's Degree with five (5) years of work experience; Or
A Bachelor's Degree with seven (7) years of work experience;

Five (5) years of project management experience with a U.S. Government foreign affairs agency, international assistance organization, or non-governmental organization, in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;

One (1) year of overseas field experience (in person or virtual). A virtual temporary duty (TDY) is defined as work that would have been conducted in an overseas location if not for the global COVID pandemic;

One (1) year of supervisory experience (including but not limited to mentoring, training, and guiding staff).

Language:

Fluency in English and a working proficiency in French is required.

III. EVALUATION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient

competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Offerors should cite specific, illustrative examples for each factor. Responses will be rated using the point system described below. Failure to fully respond to each element of each Evaluation Factor will result in a reduction of points awarded. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

1. **Technical Expertise:** Demonstrated ability to provide high-level analysis and technically sound recommendations on complex crises issues, policy design or support, dynamic country contexts, and/or stabilization issues and technical expertise in conceptualizing strategies and designing and managing programs to address stabilization and/or other complex crisis issues.
2. **Teamwork:** Proven track record of working effectively and collaboratively on diverse teams, as a team leader (if applicable) and as a team member and sound judgment and collegiality when working in environments with colleagues of diverse backgrounds, diverse opinions, and diverse roles and responsibilities.
3. **Communication:** Demonstrated ability to communicate effectively orally and in writing with high-level officials with minimal editing or supervision, proven track record of quickly gathering, analyzing and synthesizing information for use by principals, and demonstrated productive and positive communication with colleagues and peers.

Basis of Evaluation

Offerors are required to address each of the Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Failure to specifically address the Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

The Offeror Rating System/Evaluation Factors have been assigned the following points:

Factor #1 – 30

Factor #2 – 20

Factor #3 – 20

Total Possible – 70 Points

The most qualified offerors may be interviewed, required to provide a writing sample, and demonstrate an ability to operate commonly used office applications. USAID will not pay for any expenses associated with the interviews. In addition, offers (written materials and

interviews) may be evaluated based on content as well as on the offerors writing, presentation, and communication skills. In the event that an offeror has fully demonstrated their qualifications and there are no other competitive offerors, USAID reserves the right to forgo the interview process. Professional references and academic credentials will be evaluated for offerors being considered for selection.

Interview Performance - 30 points

Satisfactory Professional Reference Checks - Pass/Fail (no points assigned)

Grand Total Possible Points - 100

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than one (1) page.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Evaluation Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) professional references, one (1) of which must be a current or former supervisor. USAID reserves the right to contact previous employers to verify employment history. If the offeror had a previous position with USAID, the TEC and/or CO may obtain reference checks from the previous supervisor(s) or CO(s). Applicants must provide e-mail addresses and/or working telephone numbers for all references.

8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
10. Submit applications via email to accrapsc@usaid.gov

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or
4. Questionnaire for Non-Sensitive Positions (SF-85); *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits:

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized

Regulations (Government Civilians Foreign Areas), available at http://aoprals.state.gov/content.asp?content_id=231&menu_id=92
 (a) Temporary Quarter Subsistence Allowance (Section 120)
 (b) Cost-of-Living Allowance (Chapter 210)
 (c) Post Differential (Chapter 500)

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

USAID regulations and policies governing USPSC awards are available at these sources:

- a. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
- b. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	2	LOT	\$ TBD	\$TBD at Award after negotiations
1001	Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations

3001	Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$TBD at Award after negotiations
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- c. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
- d. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .
- e. **PSC Ombudsman:** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/partner-with-us/acquisition-assistance-ombudsman/psc-ombudsman>.
- f. **FAR Provisions Incorporated by Reference**
[52.204-27](#) PROHIBITION ON A BYTEDANCE COVERED APPLICATION (JUN 2023)

[END OF SOLICITATION]